

Vacancy Announcement

VA Medical Center, Martinsburg, WV 25401

POSITION AND GRADE	Supervisory Management Analyst, GS-343-15
SALARY RANGE	\$103,947 – \$135,136 per annum includes locality pay of 15.98%
LOCATION	Emergency Management Strategic Healthcare Group MARTINSBURG, WV
ISSUE DATE	November 16, 2005
CLOSING DATE	November 30, 2005
AREA OF CONSIDERATION	VHA-WIDE

SPECIAL NOTICES

- **Relocation expenses are authorized for current VHA employees only.**
- **Relocation bonus is not authorized.**
- **Position requires approximately 4 days travel per month. (All modes of transportation). Selectee may also be deployed to disaster or emergency operation sites.**
- **Top Secret Security Clearance will be required for this position.**
- **Annual physical requirements are established for this position.**

AREA OF CONSIDERATION: Any **Veterans Health Administration (VHA)**, career employee, career-conditional employee appointed from a Civil Service (OPM) Register prior to September 30, 2005, or any employee serving in a Veterans Readjustment Appointment, who can meet the requirements shown below, may apply for this position. **Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement.**

HOW TO APPLY: **ALL** applicants must submit the following items: (1) Application for Federal Employment, Resume or other form of application or resume, showing the position you are applying for, the announcement number, and the lowest salary you are willing to accept; (2) Supplemental Qualifications Statement addressing the evaluation factors listed below; (3) Copy of your most recent performance appraisal if available; and (4) Copy of your last non-time limited SF-50, Federal Personnel Action, to document your competitive status, DD-214 to verify your military service, documentation from a VA Regional Office to verify a service connected disability, or a letter of referral from a State Vocational office to verify eligibility under special appointing authority for handicapped. **All applications become a part of the Vacancy Announcement File and will not be duplicated and/or returned. Incomplete applications will not be considered. Missing forms will not be requested from the applicant. ALL APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**

This Medical Center will provide reasonable accommodations to applicants with disabilities upon request. The decision on granting reasonable accommodation will be on a case-by-case basis.

All qualified applicants will receive consideration for the above position without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, politics, marital status, physical and mental handicap which does not interfere with accomplishment of job, or membership/non-membership in an employee

organization.

All applications tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA.

DUTIES: Serves as the Deputy Chief Consultant Emergency Management Strategic Healthcare Group (EMSHG) providing advice and recommendations regarding human resources and budgetary requirements, information resource management, and field operations in order to meet the growing programmatic demands of EMSHG. The senior manager will provide guidance on emergency management and preparedness to national program directors including Central Office, Network Directors, and Area Emergency Managers (AEMs). The senior manager will coordinate data analysis and collection to insure maximum program effectiveness and efficiency. Plans, organizes and directs the activities of EMSHG. Supervises a group of professional and administrative and technical emergency oriented personnel (GS-7 to GS-14) whose mission is to assist in the design, implementation, monitoring, analysis and interpretation of all emergency situations to which they are assigned. Incumbent serves as the primary agency expert on studies or projects of a broad scope involving national programs with significant complex/precedent setting issues; functions as an expert in the Department's functions, especially with regard to medical emergency management, preparedness, and in advanced analytical techniques. Analyze data simultaneously in several major organizational elements for program evaluation. Develops and implements policies, directives, program initiatives, and VHA guidance related to the nation-wide Emergency Management and Preparedness Program. Defines, analyzes, and resolves complex problems with cross organizational lines; establishes VHA Continuity of Operations Plans as well as VHA plans in support of VA emergency management and preparedness programs and provides direct leadership, technical guidance and performance oversight for nation-wide VA emergency management programs. A complete description of the duties is available for review in Human Resources.

QUALIFICATION REQUIREMENTS: To have basic eligibility, applicants must meet the standards as outlined in the Office of Personnel Management Qualification Standards Manual for General Schedule Positions, Administrative and Management Series 343, which requires one year of specialized experience equivalent to the next lower grade level in Federal Service (GS-14). This specialized experience must be directly related to this position and will have equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties described above. Candidates must meet all qualification requirements, including time-in-grade and time-after-competitive appointment requirements, within 30 days of the closing date of the announcement.

Applicants are responsible for providing full and complete information as to their qualifications for this vacancy. The Official Personnel Folder (OPF) will be used when available. The application or resume will be used in addition to the OPF or in lieu of the OPF when it is not available.

EVALUATION METHOD: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, etc, indicate they possess the knowledge, skills and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the skill and abilities on a Supplemental Experience Statement which will be provided at the time of application. The information provided will be used to determine the "best qualified" candidates. Failure to submit this supplemental may result in a significant loss of points and adversely affect your opportunity for selection.

EVALUATION FACTORS

1. Knowledge of the organization and structure of VHA, and the administration and management of health care delivery system.
2. Ability to communicate effectively, both orally and in writing, to all levels internal and external to the Department.
3. Ability to make decisions, develop policies and provide timely answers to internal and external customers both within and outside the organization on emergency management issues.
4. Knowledge of principles, methods, practices, and techniques of emergency management/administration with specific emphasis on knowledge of the VA

emergency management delivery system.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

The selectee may be required to serve a one-year supervisory probationary period.

SELECTION PROCEDURES: Qualified candidates will be rated and selection made in accordance with our local promotion policy (Medical Center Memorandum No. BPO-31).

Application packages should be mailed to VA Medical Center, 510 Butler Avenue, Human Resources Management Service, Martinsburg, WV 25401. For further information, contact Donna Watts, (304) 263-0811, extension 3246.

Equal Employment Opportunity

Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.